



FALL NEWSLETTER 2009

Celebrate Oktoberfest with PDS!

Join us for our PDS Open House on **October 15** in the Hoover building, level A. We'll have games, refreshments and prizes. Stop by and learn about PDS classes, the Certified Program Manager (CPM), webinars and other services. **October 22** we'll be in the Lucas cafeteria. Hope to see you there!



Fall Specials

The first two things that get cut with a tight economy and reduced budgets are training and travel. But the one thing that can have the greatest negative impact on our business is not training people. Not only do we need to keep up skills but we also need to provide incentives to remain in a job. Statistics consistently reveal that one of the top five reasons people select a job or employer is because of the opportunity to learn.

PDS is here to help S•T•R•E•C•H your training dollars! In FY10 we will be offering webinars brought directly to your employees desktop, in-person training sessions brought to locations outside of Des Moines, expanded on-line learning offerings, and specials throughout the year. If you have a special training need, [contact us](#) and we would be glad to assist.



[Learn more](#) about our Fall specials!
Administrative Assistant Certificate Courses
Microsoft 2007 Courses

Staying Ahead of the Game

Recruiting the Best and the Brightest

Recruiting now is more important than ever – even in this down economy. The game has changed in many ways. Advances in technology, generational shifts in approach, and social networking – all of these factors contribute significantly to how to recruit. How does the Governor's diversity initiative fit in to the overall recruiting effort? Creating a pipeline of talent will put you ahead of the game, instead of leaving you scrambling. Join us for this 60-minute webinar presentation to learn how to maximize your recruiting efforts, with take-away tools you'll be glad you have.



Presented by:
Robin Jenkins
DAS-HRE

October 28
2:00 - 3:30 ♦ \$49

[Register Now!](#)

Receive E-Mail Updates Directly from PDS

Sign up now to receive PDS notices, updates, changes, etc. directly to your e-mail in-box. Simply click [here](#) to send your request to the PDS mailbox. We'll get you signed up and keep you in the know!

How to do More with Less

Are you having to do more in less time? On **October 22** we have two half-day sessions which will help you get the most out of your day. You will learn tools to remember more and ways to relax while keeping all the "balls in the air" successfully.

[Memory Power Tools](#)

(GI 203)
8:30 - 12:00 ♦ \$75

[Putting More Life in Your Time](#)

(GI 240)
1:00 - 4:30 ♦ \$75



Presented by:
Richard Stanley
Training Evolution

Technology Training

Take advantage of the flexibility and diverse technology training courses we offer through PDS or our business partner New Horizons. For a complete listing of courses, visit our [website](#).



Upcoming PDS Workshops

[Project Management Seminar](#) (PT 103)
October 7 & 8, 2009 ♦ 8:30 - 4:30 ♦ \$229

[Create Performance Accountability](#) (GI 220)
October 7, 2009 ♦ 8:30 - 4:30 ♦ \$159

[Accounting Fundamentals](#) (GI 176)
October 9, 16 & 23, 2009 ♦ 1:30 - 4:30 ♦ \$149

[Human Relations Skills](#) (SC 203)
October 13 & 14, 2009 ♦ 8:30 - 4:30 ♦ \$229

[Managing Your Time and Priorities](#) (GI 090)
November 17, 2009 ♦ 8:30 - 4:30 ♦ \$115

[Grammar & Proofreading Essentials](#) (GI 222)
November 19, 2009 ♦ 8:30 - 4:30 ♦ \$115

[Managing Stress Effectively](#) (GI 019)
November 19, 2009 ♦ 8:30 - 4:30 ♦ \$99

[Coaching and Leading](#) (SC 213)
December 3, 2009 ♦ 8:30 - 4:30 ♦ \$159

[Effective Facilitation Tools & Techniques](#) (GI 202)
December 8, 2009 ♦ 8:30 - 4:30 ♦ \$159

For a complete listing of our upcoming workshops, check out our [website](#).

"Tools You Can Use" Webinar Series

We are all experiencing resource shortages in terms of time, funding and staff. Having to do more with less is getting to be the norm. In this new webinar series, ["Tools You Can Use"](#), Sinikka Waugh will help you face the challenges head on, regardless of your background, agency or the nature of your work. This webinar series help you identify, quantify, and prioritize your needs. We'll help you understand any hurdles in your way. We'll help you craft realistic, tailored action plans to reach your goals. And, we'll empower you with the tools and resources you need to keep going.

Uncertainty Rules ♦ September 29

With all the change and uncertainty in our market, economy and current environment, this timely session will help you hone your skills in the areas of anticipating the unknown and leading with confidence when..."uncertainty rules".

Change Management ♦ October 13

This engaging session will look at the processes we all go through around change, including why some seem to "do" change better than others, will help you look at change a little differently, with the end goal of improving your own outlook on and tolerance towards change.

The Right Stuff ♦ October 27

Join us to learn tips to make problem solving as easy as 1...2...3. You'll walk away with practical, useful, try-this-now strategies to help you solve even the most complex problems.

Training at your desk
2:00 - 3:30
\$49 per session

Contact **PDS**
to enroll



Presented by:
Sinikka Waugh,
Project Coach

Performance & Development Solutions
Iowa Department of Administrative Services

Website: <http://learnatpds.iowa.gov> ♦ E-Mail: pds@iowa.gov ♦ [Download Course Registration Form](#)

Judy Akre (515) 281-6383 ♦ Mary Guillaume (515) 281-5456 ♦ Brian Mayer (515) 281-6368 ♦ Dawn Stohs (515) 725-2051